

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SANTA BARBARA RELATING TO THE DESTRUCTION OF  
RECORDS HELD BY THE POLICE DEPARTMENT

WHEREAS, the City Council adopted Resolution No. 14-006 on February 11, 2014, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Chief of Police submitted a request for the destruction of records held by the Police Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records;"

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Chief of Police, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

## POLICE DEPARTMENT

| <u>Records Series</u>                               | <u>Date(s)</u>              |
|---|-----------------------------|
| Alarm Ordinance Files                               | 2006 and earlier            |
| Permit Files  |                             |
| Taxicab and Pedicab Driver Permits                  | 2011 and earlier            |
| Taxicab Company Permits                             | 2010 and earlier            |
| Massage Permits                                     | 2010 and earlier            |
| Internal Affairs Files                              |                             |
| Public Complaints                                   | 2008 and earlier            |
| Administrative Complaints                           | 2011 and earlier            |
| Case Files  |                             |
| Misdemeanor Case Files                              | 2008 and earlier            |
| Intelligence Files                                  | 2008 and earlier            |
| Special Investigation Fund Forms                    | 2006 and earlier            |
| Parking Statistics                                  | 2010 and earlier            |
| Daily Work Schedules                                | 2011 and earlier            |
| Abandoned Vehicle Reports                           | 2011 and earlier            |
| Criminal History Request Files                      | 2011 and earlier            |
| DUI Intoxylizer Results                             | 2011 and earlier            |
| Pawn Files  |                             |
| Files for items other than concealable firearms     | 2010 and earlier            |
| Tickets   |                             |
| Tickets that result in court cases                  | All years not in case files |
| Tickets that do not result in court cases           | 2011 and earlier            |
| Towed Vehicle Files – Private Property              | 2011 and earlier            |
| Advanced Fund Bank Reconciliations                  | 2011 and earlier            |
| Asset Forfeiture Financial Files                    | 2011 and earlier            |
| Credit Card Transaction Receipts at Parking Counter | 2011 and earlier            |

## EXHIBIT A

|   |                           |
|---|---------------------------|
| Financial Files for Extraditions          | 2006 and earlier          |
| Personnel Background Files (Former)       | 1988 and earlier          |
| Personnel Background Files (Unsuccessful) | 2008 and earlier          |
| Refunds                                   | 2006 and earlier          |
| Reserve Personnel Files                   | 1988 and earlier          |
| Tickets on Review                         | 2011 and earlier          |
| Towed Vehicle Files ("Form 180")          | 2011 and earlier          |
| Traffic Safety Grant Documents            | 2008 and earlier          |
| Job Applicant Interview Materials         | April 2012 and earlier    |
| Correspondence                            | 2011 and earlier          |
| Credit Card Transaction Records           | November 2012 and earlier |
| Reading or Chronological Files            | 2011 and earlier          |
| Travel Expense Records                    | 2006 and earlier          |